



OGC 72-1047

21 July 1972

MEMORANDUM FOR: Special Assistant, Information Control

SUBJECT : Exempting Personnel Papers Under Freedom
of Information Act

1. By your memorandum of 19 July, you referred to us Mr. Colby's suggestion that the Agency use a stamp to be applied to documents and records relating to the internal personnel rules and practices of this Agency. The question is whether from a legal standpoint this is a valid way to proceed.

2. We perceive no legal objection to the use of the stamp in the manner intended. A document qualifies for exemption under the Freedom of Information Act if in fact it is one relating "solely to the internal personnel rules and practices of an agency" and the stamp could designate documents of that category. On the other hand, I believe its utility and value would be quite limited. It would require instructions to Agency personnel to use the stamp and would result in still another stamp on many documents. It would not relieve the Agency from the requirement of examining any document requested by a member of the public and determining whether the document in fact is one relating to personnel rules and practices. The examining official would have to determine that the stamp was, or was not, properly applied.



Associate General Counsel

25X1

19 July 1972

MEMORANDUM FOR: General Counsel

Larry:

At his meeting this morning, Bill Colby suggested the possibility of a stamp or printed legend to be applied to documents and records relating to the internal personnel rules and practices of this Agency. This would be a formal way of exempting such papers from public domain under para (4)(b)(2) of Public Law 90-23.

From the legal standpoint, is this a valid way to proceed? If so, I will draft a proposed procedure and suggested legend for coordination and ultimate issuance.

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SA/Information Control

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THE WHITE HOUSE
WASHINGTON

July 18, 1972

MEMORANDUM FOR: MEMBERS COMPUTER WORKING
GROUP SUBCOMMITTEE

FROM: DAVID R. YOUNG *WJ*

In recent discussions with Charlie Joyce of the NSC and Dennis Lamb of the State Department, it was suggested that the following abbreviations be used by all departments and agencies in the indexing and electronic transmission of classified information if at all possible.

TS - Top Secret

SE - Secret

CO - Confidential

GD - General Declassification
Schedule applies

AD - Automatically declassified on a
date in advance of the G.D.S.

AE - Automatically declassified on an
event in advance of the G.D.S.

E1, E2, E3 E4 - Exempt according to the numbered
exemption category of Executive
Order 11652 § 5B

It would be most helpful if each of you could let me know if
it is possible for you to adopt this suggestion and have it in-
corporated in your departmental regulations.